

FIELD NOTES AND NOTEBOOK

- 2.11.01 The trainee shall identify the types of information that may/should be entered into his/her field notes or notebook. This information may include:
 - A. Date, day, time, vehicle number
 - B. Name of partner or supervisor
 - C. Type of incident
 - D. Pertinent information
 - E. Names of suspects, victims, witnesses, and reporting persons

Reference:

	INSTRUCTED	INSTRUCTED		CY TED	How Demonstrated?	REMED	IATED	How Remediated?		
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform		
F.T.O.			182	- 771	Role Play Written Test	8)		Role Play Written Test		
Trainee			15/2		Verbal Test	S		Verbal Test		
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			100	MIN	113310					

2.11.02 The trainee shall recognize that the contents of field notes and notebooks are discoverable in a court proceeding.

Reference:

		14.00		PETENCY	How Demonstrated?	12 2 2	7/	How Remediated?
	INSTRUCTED		DEMONSTRATED		455 87/256 /11	REMEDIATED		
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.			10	127/	Role Play Written Test	EST 15		Role Play Written Test
Trainee			1 -1- 8	talles	Verbal Test	10		Verbal Test
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			3161 3	J. Commission	No. 128 11 1	1012\		
		13						

- 2.11.03 The trainee shall explain the necessity for field notes. The explanation shall minimally include:
 - A. Reference for future investigation
 - B. Reference for future court appearance
 - C. Beat or area information

	INSTRUCTED)	COMPETENC DEMONSTRAT		How Demonstrated?	REMEDIATEI)	How Remediated?		
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform		
F.T.O.					Role Play Written Test			Role Play Written Test		
Trainee					Verbal Test			Verbal Test		
Commen	its:							Case/Report No.:		

2.11.04 Given an incident, the trainee shall properly use field notes or a note book to record pertinent information.

Reference:

			COMPETENC	Y	How Demonstrated?			How Remediated?
	INSTRUCTED)	DEMONSTRATED			REMEDIATEI)	
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.					Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
Commen	ts:				-			Case/Report No.:
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				1116				_

REPORT WRITING

2.11.05 The trainee shall exhibit an appropriate knowledge of the flow of completed reports and the relative importance of the information that they contain.

<mark>Reference:</mark>

	INSTRUCTED		COMPETEN DEMONSTRA		How Demonstrated?	REMEDIAT	ED	How Remediated?
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F.T.O.	50	10	1 13	100	Role Play Written Test	1000	200	Role Play Written Test
Trainee	50	(0)	The same	25/1	Verbal Test	19 3 37	3/	Verbal Test
Commen	nts:	231	The Parties	12	TO/A/A ES	2 4 9 5		Case/Report No.:
		SHIN	E Transition					
			H 57 1813	1 -1	28/19/11/4			

2.11.06 The trainee shall give the location of the report depository.

INSTRUCTED	1650	COMPETENC DEMONSTRAT		How Demonstrated?	REMEDIATE	D	How Remediated?
Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
			1	Role Play Written Test			Role Play Written Test
				Verbal Test			Verbal Test
:			10	18/			Case/Report No.:
			1/2	2/			
	Name	Name Date	Name Date Name	Name Date Name Date	Name Date Name Date Field Perform Role Play Written Test Verbal Test	Name Date Name Date Field Perform Name Role Play Written Test Verbal Test	Name Date Name Date Field Perform Name Date Role Play Written Test Verbal Test

2.11.07 The trainee shall describe the function for the records unit in the reporting process.

Reference:

			COMPETENC	Y	How Demonstrated?			How Remediated?			
	INSTRUCTED)	DEMONSTRATED			REMEDIATED					
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform			
F.T.O.					Role Play			Role Play			
111101					Written Test			Written Test			
Trainee					Verbal Test			Verbal Test			
Commen	Comments:										

2.11.08 The trainee shall describe the functions of the investigative unit(s) and the District Attorney's Office in the reporting process.

Reference:

	INSTRUCTED	COMPETENO DEMONSTRA		How Demonstrated?	REMEDIATE	D	How Remediated?
	Name Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.		13/00	SETTING.	Role Play Written Test	32		Role Play Written Test
Trainee		1 6	200	Verbal Test			Verbal Test
Commen	nts:	11 K/2		1 24 0	TO BE		Case/Report No.:
		1 /2			1700		
		1/2/2	-11/1		200		

- 2.11.09 The trainee shall discuss the importance of police reports, including these uses:
 - A. Recording facts to a permanent record
 - B. Providing coordination of follow-up activities
 - C. Providing investigative leads
 - D. Providing statistical data
 - E. Providing a source for trainee evaluation
 - F. Providing reference material

	INSTRUCTED)	COMPETENC DEMONSTRAT		How Demonstrated?	REMEDIATE	D	How Remediated?
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.				/	Role Play Written Test			Role Play Written Test
Trainee					Verbal Test			Verbal Test
Commen	ts:	•		•			•	Case/Report No.:

- 2.11.10 The trainee shall explain the qualities of a good police report. These shall include:
 - A. Accuracy
 - B. Brevity
 - C. Completeness

- D. Clarity
- E. Legibility/Neatness
- F. Objectivity
- G. Grammatical and structural correctness
- H. Timely
- I. First person/active voice/past tense

Reference:

			COMPETENC	Y	How Demonstrated?			How Remediated?
	INSTRUCTED		DEMONSTRATED		10	REMEDIATED		
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.				11	Role Play			Role Play
					Written Test			Written Test
Trainee					Verbal Test			Verbal Test
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			1500		1/25			

2.11.11 The trainee shall identify the proper report forms to be utilized in given situations (i.e. missing persons, DUI, found property, etc).

Reference:

	INSTRUC	CTED	COMPETEI DEMONSTR		How Demonstrated?	REMED	DIATED	How Remediated?
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.		30 31		12/	Role Play Written Test	12 3/3	3	Role Play Written Test
Trainee		1300	0 22 38	1 1	Verbal Test	2 2 7	//	Verbal Test
Commen	nts:	M	THE STATE	2	4546/11	1 57 1/	•	Case/Report No.:
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			0 131 -15	100000				

2.11.12 Following the completion of a preliminary investigation of a "cold" crime, the trainee shall record all pertinent information in correct format on the proper report form.

	INSTRUCTED)	COMPE DEMONS		How Demonstrated?	REMED	DIATED	How Remediated?
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.					Role Play Written Test			Role Play Written Test
Trainee				- /	Verbal Test			Verbal Test
Commen	ts:	•						Case/Report No.:

- 2.11.13 The trainee shall prepare a report that minimally includes:
 - A. Organizing facts in chronological order
 - B. Relating facts in appropriate sentence form
 - C. Correctly filing in all appropriate boxes

- D. Properly establishing who, what, when, where, why, how and how many
- E. Properly establishing the elements of the crime(s), when appropriate

Reference:

			COMPETENC	Y	How Demonstrated?			How Remediated?		
	INSTRUCTED		DEMONSTRATED			REMEDIATED				
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform		
F.T.O.					Role Play			Role Play		
					Written Test			Written Test		
Trainee					Verbal Test			Verbal Test		
Commen	Case/Report No.:									

- 2.11.14. Given an incident in which an arrest is made, the trainee shall demonstrate the ability to satisfactorily complete all the appropriate police reports involved, to minimally include:
 - A. The elements constituting the offense
 - B. A complete documentation of reasonable/probable cause to arrest
 - C. A complete description of all physical evidence, where it was found, and its disposition
 - D. A complete listing of all suspects, including whether or not they are in custody.

	INSTRUCT	ΓED	COMPE DEMONS		How Demonstrated?	REMEL	DIATED	How Remediated?
	Name	Date	Name	Date	Field Perform	Name	Date	Field Perform
F.T.O.		1999	5 22 3	10 F	Role Play Written Test	2 2	7/	Role Play Written Test
Trainee		181	m De C	1218)	Verbal Test			Verbal Test
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